

Practical-4

Aim: Compose & send a professional email with an attachment as “you are applying for an internship, send an email to HR with your resume attached”.

The screenshot shows a Gmail inbox with the following details:

- Compose** button is highlighted.
- Inbox** tab is selected.
- Search mail** bar contains "Application for Internship Opportunity".
- To** field contains "hr@companyname.com".
- Subject** field contains "Application for Internship Opportunity".
- Message Content:**

I hope this email finds you well. I am writing to express my interest in applying for an internship opportunity at your organization. I am currently a student pursuing my studies and would like to gain practical experience in a professional environment.

I am eager to learn new skills and contribute positively to your team. I believe this internship will help me enhance my knowledge and develop industry-relevant skills. I have attached my resume for your reference.

I would be grateful for the opportunity to be considered for this internship. Thank you for your time and consideration.

Yours sincerely,

B Yatshita
B.Tech – Computer Science & Engineering
Rungta International Skills University
Contact : 9XXXXXXX
- Attachment:** "Resume.pdf (219K)" is attached.
- Toolbar:** Includes icons for reply, forward, trash, and more.
- Message Preview:** Shows messages from 7 Dec, 6 Dec, 6 Dec, and 1 Dec.
- Bottom Buttons:** "Send" button, font size and style dropdowns, and other compose-related buttons.